

4 JUN 1981

MEMORANDUM FOR THE RECORD

SUBJECT: Consultant Services for Master Plan and Environmental Assessment for Headquarters Compound

1. A meeting was held on 20 May 1981 [redacted] to discuss the referenced project. The following persons were present:

STAT

[redacted] DC/RECD/OL
L/PD
L/PD
OL/PD
/BPS

2. BPS presented a memorandum to PD stating the need and timing for consultant services on the referenced project. Attached to that memorandum was a final Statement of Work for the project.

3. Per request of C/PD/OL, BPS provided draft copies of a milestone chart showing projected target dates from May 1981 through the start of construction in FY 1984.

4. BPS advised that in a joint effort with OL/RECD, four consulting firms had been selected from a file of firms for additional consideration, and that two other firms had been asked to submit information on their organization. Briefing interviews with the selected firms will be held the last week in May.

5. A good discussion then followed on the evaluation process and the resulting service contract. OL/PD suggested that consideration be given to the following:

a. Commitment by Vendor to use personnel named in their proposal.

b. Guarantee by Vendor that NCPC approval will be obtained.

c. Incentive award for NCPC approval.

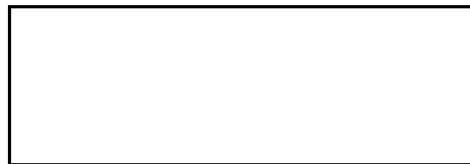
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d. Fixed Price Contract is more beneficial to the Government than a Cost Plus Contract.

e. Have Vendor propose one or more fee options.

6. BPS will pursue PD question concerning the need for an Environmental Impact Statement as well as an Environment Assessment.

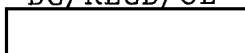
7. The RFP was scheduled to be sent out on 5 June with response due on 17 June. BPS will arrange if RFPs to be hand delivered to the Vendors.



Building Planning Staff

STAT

cc: DC/RECD/OL

 OL/PD

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